



City of South Bend

Vacancy Announcement

Post Date: Thursday, February 20, 2014

Closing Date: Until filled

## **DIRECTOR OF WATER WORKS**

**Category:** Full Time/Exempt/Non-bargaining

**Department:** Public Works – Water Works

**Reports To:** Director Public Works

**Shift:** 8:00 am – 5:00 pm, Monday-Friday

**Position: SUMMARY**

Leads and manages the Water utility staff.

### **SUPERVISION EXERCISED**

Supervises the various departments in the utility: financial, engineering, distribution, operations and maintenance, water quality, and customer service.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Oversees customer service function and billing aspects of the 40,000 customer utility enterprise.
- Analyzes trends such as population and industrial growth to determine adequacy of present facilities and manpower and to forecast future community needs.
- Updates the Master Plan to provide for growth and changes.
- Advises Board of Public Works of all projects and operation status.
- Provides bi-weekly report of operations.
- Coordinates with Public Works engineers to plan future expansions, additions, deletions, and modifications.
- Reviews all budgetary and financial matters related to water distribution, billing procedures, and water treatment.
- Inspects the sixteen different facilities including treatment plants, tanks, wellfields, and booster stations.
- Determines funding of capital improvements through revenues or bonds.
- Analyzes the water rate to determine if adjustments are needed.
- Cooperates with other departments by providing equipment and other assistance.
- Does related work as assigned.

### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE**

A Bachelor's Degree required. At least 8 years leadership experience in the Water industry and ideally 5 years responsible charge as a certified water operator.

### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Knowledgeable in source of supply, treatment, storage, pumping and distribution aspects of delivering adequate quantity of safe quality drinking water.
- Knowledge of principles and practices of modern municipal water distribution and filtration, and knowledge of water chemical analysis procedures, water pumping methods, and construction procedures related to water piping.
- Ability to analyze complex maintenance and repair needs.
- Ability to organize and supervise several highly complex bureaus, with a variety of activities.
- Ability to use sound administrative judgment, particularly in matters of finance and efficiency.
- Ability to communicate with tact and diplomacy and effectively with other administrators, subordinates, and the general public.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License required.
- Must obtain relevant Indiana Water Operator license within 1 year.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

### **TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

**Pre-employment drug screen required**